

ROSEVILLE PUBLIC SCHOOL

P & C Minutes

General Meeting 8 March 2018



Meeting Opened 7:42pm

Attendance:	Melissa Munn, Val Maguire, Sean Moran, Deb Lane, Reece Coleman, Mark Fleming, Jeremy Geale, Melissa Solomon, Hanah Nguyen, Yen Phan, Pinar Goktas, Aeron Caulfield, Michelle Kuh, Matt Davis, Simone Farlow, Stew Hugh, Lyndsay Tottenham, L Frantz, Mandy Laura, Yvonne Counsell, Rosamund Akayan, Angeline Nguyen, Claire Macdonald, Paul Vandeleur, Nicola Falconer, Emma Brickacek, Emily Stott, Jessica Brougham, Erin Jabour, Mekinda Hai, Andrew Lim, Brie Moradi, Sinead Hatton, Julie Edenhofner, Ritu Khanna, Jennifer Stephenson, Belinda Shearer, Suzie Walker, Symone Archer, Belinda Renshaw
Apologies:	Grace Wang; Victoria Muller; Rochelle Speldewinde ; Lisa White; Stacey Pit ; Julia Reed ; Sue Powell

Minutes

Move to accept Minutes of the General Meeting 30th November 2017

Proposed	Reece Coleman
Seconded	Aeron Caulfield
Carried	Yes

Matters arising from previous minutes

Action Point	Responsibility	Outcome
New Band conductor contracts	Belinda Shearer	Complete
Review workers compensation	Reece Coleman	Ongoing
Finalise Working with Children Checks for Band Conductors	Belinda Shearer	Complete
New BBQ		To be discussed
Find a paid bookkeeper	Reece Coleman	Complete
Change banking signatories	Reece Coleman	Complete
Grounds project		Commenced
Find new canteen co-ordinator	Melissa Munn	Complete
Canteen strategy	Melissa Munn	Ongoing

Correspondence

Fundraising magazines
P&C Federation Newsletter

New members

27 new members at meeting

Welcome Class Parents – Sean Moran & Suzie Baker

It was noted that the role of class parent is an invaluable role for families and teachers.

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Handout given to parents, including roster of events.

Class lists to come out a few days following meeting and to be held by the class parents.

List of class parents to also be circulated.

Rosters set up centrally through website. Contact Aeron Caulfield if you need one.

Each year class parents are asked to help organise a fundraising event or an event to bring school community together. Handover notes are available for previous events and Suzie will introduce you to the person who did the event for the previous year. Class parents are not expected to do everything for the event.

Mother's Day Breakfast is coming up – coffee cart will be organised for this, as well as for the father's day breakfast.

New event this year will be the community colour event in August replacing the Disco.

Tentative date for major Year 3 fundraiser is early / mid September.

Vacant Roles

Canteen Co-ordinator – *Yen Phan and Paul Vandeleur*

Nominated	Aeron Caulfield
Seconded	Yvonne Counsell
Carried	Yes

Sports Co-ordinator – no nominations received. People are still encouraged people to come forward.

Banking co-ordinator – noted Sarah Kouaider to work with Emma Gracey.

Working with children 2nd Officer- *Roz Akayan*

Nominated	Reece Coleman
Seconded	Val Maguire
Carried	Yes

RPS Parent's online forum

There was a general discussion about a proposal to adopt a community forum on the P&C website.

It was noted that any website would need to comply with the social media policy. Amongst other things this would require a social media co-ordinator and would mean that the site could not have photo's of children.

Following the discussion it was agreed that Andrew Lim would consider the issue further and present 3 or 4 options at the next P&C meeting for further discussion.

REPORTS

President – *Melissa Munn*

Report tabled and read.

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Raised the idea of inviting Andrew Fuller to present to school parents on resilience. Melissa Munn to investigate.

Raised the need to investigate volunteer pack – Paul Vandeleur volunteered.

Noted that the school's assets management doing a review of school assets over the next six months and looking for top priorities

Noted thanks to Lucinda Fratz for helping with contract for employment of Jen Stephenson.

Treasurer – *Reece Coleman*

Report tabled and read.

This year we have committed funds for laptops for all of year 5 and stem for year 2's. We have also budgeted commitment for servicing of laptops. Landscaping of \$250,000 has already been paid by the P&C. Noted that \$5,000 is committed each year to ground maintenance and \$15k put aside for overruns on landscaping.

Noted Watkins Coffey Martin appointed as our bookkeepers and will do our account processing.

School24 was discussed. School24 did not previously have a payment gateway, which was why an initial top-up of \$50 was required. This has meant as a school community there is approx. \$12,000 in prepayments. School24 now have a payment gateway and we are moving to this payment gateway. They have been a few initial issues and are working to resolve it.

\$20,000 had been approved in the budget for the BBQ. Feedback on this project and options for the BBQ have been mixed. Stew [Hugh] to investigate installing cage to keep bottle and BBQ as an option.

Noted that we have received one piece of correspondence disagreeing about proposal to install an electronic notice board. Three main concerns raised were:

1. there other options which would be better allocation of resources;
2. safety concerns given the proximity to Arch bold Rd;
3. it was suggested that there are better ways of communicating with people.

In terms of safety issues, it was noted development approval would be required which may place limitations.

General consensus of meeting was that proposal should proceed, but it was suggested we get feedback from other schools as to how this option is working.

Principal - *Sean Moran*

Report submitted and read.

Welcomed to new families to the school.

It was noted that the school has 25 classes this year with the possibility that we will get an extra teacher who would be allocated as a support teacher. Thanked everyone for his or her patience as this matter settled down.

School now has 640 kids enrolled, which is an increase of 20 kids since last year and the biggest school has ever been.

Noted School plan to be issued in term 2 for next three years.

Canteen - *Yen Phan and Paul Vandeleur*

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Report submitted and read.

It was noted that options about the future operation of the canteen were being considered. Options included options to attract more volunteers as well as moving away from a volunteer model.

Clothing Pool – *Jen Stephenson*

Jen has resigned as the clothing pool co-ordinator and is now a paid employee of P&C.

This time of the year is a particularly busy time for the clothing pool, although we are now busy all year round.

This year we will be rolling out girl's winter uniform with pants. There will also be a new tie for girls with a different design to the boys tie.

The new zipper jersey has come out – similar to prior jersey but quality is now much better.

School / Fundraising – *Sinead Hatton*

Welcome picnic very successful, with jumping castle and eight businesses that came to day to promote.

Some minor issues to be noted in handover report.

Band Committee – *Belinda Shearer*

Band doing extremely well. Numbers are up 40% on budget projections, with junior band being so big that we are out of music stands.

We have a great team of parents, conductors and kids on board.

Noted that we may need to buy a new oboe, at an approx. cost of \$2,000.

Clothing pool is now assisting with sale of reeds.

Allergy Committee – *Melissa Solomon*

Food allergy day is coming up in May. Date to be set and theme to be determined.

Home zone – *Belinda Renshaw*

Year has started well and have always had volunteers

Noted that more cars going through given the increased numbers, particularly on Tuesday.

Concerns have been raised about dangerous driving in Addison Ave. School Council are looking at options and police have gone through which helps.

School Watch – *Symone Archer*

Still needs volunteers for weekends and holidays. Can sign up through website.

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Working with children – Mark Fleming

Noted that everyone who is an employee needs a WWC check. In addition everyone who is supervising children should get a WWC check, particularly those assisting regularly.

Meeting Closed at 9:36pm next meeting @ 19 th June 2018
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Jeremy Geale
Secretary
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